

OPPORTUNITY FOR EMPLOYMENT

THE CIVIL SERVICE COMMISSION OF CANTON, OHIO

ANNOUNCES

COMPETITIVE MERIT EXAMINATIONS FOR:



AN EQUAL OPPORTUNITY EMPLOYER

DATE OF ISSUE: May 21, 2010
NO: M3-10

CLASSIFICATION TITLE
DIRECTOR OF COMMUNITY HEALTH PLANNING
Canton City Health Department

SALARY RANGE
\$49,696 to \$69,578

FILING OF APPLICATION

Application must be made on the special closed or regular open application form available in the office of the Canton Civil Service Commission, Canton City Hall, 3rd Floor, 218 Cleveland Ave. SW, Canton, Ohio, or the open application may be downloaded off of www.cantonohio.gov under "City Government" click on "City Services" and then on "Civil Service". A clear copy of your valid driver's license, unofficial college transcripts, and current resume must be returned to the Civil Service Office with the completed application no later than **Friday, June 18, 2010.**

ORAL ASSESSMENT

Subsequent to the application deadline, all qualified applicants will receive scheduling of an oral interview.

SCOPE: An oral interview will be conducted lasting approximately 20 minutes in length. The interview will measure communication and organizational skills, experience, education and other related areas.

This is a combined promotional and open examination. The promotional exam is limited to Canton City Health Department employees who have completed their probationary period by the filing deadline of Friday, June 18, 2010. Applicants for the open examination must show that they are a reliable worker, must be a U.S. Citizen or have legally declared their intention of becoming a citizen and have no felony convictions.

ACCEPTABLE EXPERIENCE AND TRAINING

To be eligible for the examination, candidates must have a valid Ohio Driver's license with a good driving record. Graduation from an accredited college or university with a Bachelors Degree in Education, Health Education or equivalent. Progressive experience in a public health department is preferred. A Master of Public Health degree is preferred.

ESSENTIAL KNOWLEDGE AND SKILLS

Knowledge and skills derived from theories and principles of education, public health, epidemiology, and social psychology to assess, plan, organize, implement, and evaluate community health services and programs. Knowledge of business and management principles involved in strategic planning, resource allocation, human resource modeling, leadership techniques, coordination of people and resources, and quality improvement programs. Knowledge of media production, communication, and dissemination techniques and methods. Proficient in word processing, spreadsheets, web design and publishing, email and social media tools. Able to work effectively in groups using active listening, critical thinking, negotiation and persuasion. Able to work independently, effective oral expression, written comprehension, written expression, and deductive reasoning. Making decisions and solving problems, establish and maintain interpersonal relationships and maintain them over time, able to manage sensitive and confidential information.

******IMPORTANT NOTICE TO VETERANS******

Candidates who are Honorably Discharged veterans having served more than 180 consecutive days on active duty and present their DD-214 Form - long version AT THE TIME OF APPLICATION will receive 20% additional credit, provided they make a passing score. Documentation received after the filing deadline of June 18, 2010 will not be eligible for bonus point award. Applicants are solely responsible for making Commission staff members aware of previous filings of discharge papers by the application deadline if bonus credit is to be claimed.

RESIDENCY BONUS

Applicants who have resided within the Canton City Limits for at least six (6) months or longer immediately prior to testing will receive 5% additional credit provided they make a passing score.

THE MAXIMUM ALLOWABLE BONUS POINT AWARD IS 20%.

RATING

Applicants for the promotional examination will receive, in addition to a passing score, credit for job seniority. Applications for the open examination will receive, in addition to a passing score, bonus credit for Veterans' preference and City Residency bonus if applicable.

Upon completion of the examination process, candidates who receive a passing score will be placed on the appropriate eligibility list (promotional or open). Once the list has been established, it will remain in effect a period of two (2) years.

EQUAL EMPLOYMENT

All qualified applicants will receive consideration for appointment without regard to race, religion, color, national origin, sex, political affiliation, age, type of disability, or any other non-merit factor.

ADMITTANCE TO EXAMINATION - IDENTIFICATION REQUIRED

Applicants who have been accepted for the examination will be admitted to the test site only upon presentation of their valid State of Ohio Driver's License or other valid photo identification card to the examiners. **PERSONS UNABLE TO PRESENT POSITIVE PHOTO IDENTIFICATION WILL BE DENIED ADMITTANCE TO THE EXAMINATION.**

DUTIES

This position uses variety of skills derived from theories and principles of education, public health, and social psychology to assess, plan direct, coordinate and evaluate community health services and programs at the community level. This position is responsible for the development, preparation, and coordination of grant applications and grant related activities to obtain funding for the health department. A person in this class assists in planning, developing, and evaluating the outreach programs and curricula needed to provide health education and promote healthy lifestyles. An employee of this class will also undertake ongoing evaluations of all community outreach activities of the department including the development of community health improvement assessments and a community health improvement plan. This position also serves as the Public Information Officer for the department.

BY ORDER OF THE CANTON CIVIL SERVICE COMMISSION
Samuel J. Sliman, Administrator

